

CITY OF FALLS CHURCH

Five-Year Capital Improvements Program

Fiscal Years 2017 – 2021

Presented to the
City of Falls Church Planning Commission
February 1, 2016

Introduction

The development of the City's Five-Year Capital Improvements Program (CIP) allows the City to take the shared and competing visions for the development of our public facilities through a disciplined evaluation process. By identifying projects and capital needs several years into the future, the City accomplishes the following objectives:

- Cost estimates for long-term objectives and identified needs are linked to available resources, and placed on a schedule for implementation;
- Major expenditures are scheduled in the context of a balanced Annual Operating Budget and a five-year financial forecast.

Capital projects are defined as a new, one-time project with a useful life of more than **five** years, and costing **\$150,000** or more. The cost estimates included in the CIP are intended to capture the entire estimated project cost, including, as applicable, land acquisition, design, negotiated agreements, and construction. The total request for each project is evaluated and, based upon funding, is prioritized to meet the needs of the City.

For FY2017 the City is embarking on a new two-year CIP cycle process, whereby odd numbered years will be for minor updates to the approved CIP, and even numbered years are open for more significant changes and consideration of new projects. The goal of this “biennial CIP” approach is to allow staff to focus more time and effort on carrying out already approved projects, by redirecting some of the time and effort that is currently dedicated to developing and vetting new projects each year.

As FY2017, is an odd numbered year, the focus on this year’s CIP will be for updates to existing projects in the approved CIP, with only minimal attention dedicated to possible new projects in 2021. In FY2018, and subsequent even numbered years, new projects for the out-years will be expected for the planning, vetting, and review that we are familiar with as part of the CIP process. However, since this is a transition year to the new process there are two new CIP projects for FY2017.

CIP Projects versus Maintenance Projects

CIP projects generally require significant engineering design and construction, whereas maintenance projects (like road paving, crosswalk painting, sidewalk section replacement, and landscaping) require routine upkeep every one to five years.

What is Capital Infrastructure?

This term refers to the built environment that makes the City of Falls Church safe, healthy, engaging, and beautiful and helps fulfill the City Council's vision of "A Special Place." Projects can be mandatory, like police emergency radios, but others build a quality community. Some construction project examples include:

- roads, sidewalks, crosswalks, bus shelters, traffic signals
- stormwater detention and pipes, sewer system, restoring flooding stream banks
- tennis and basketball courts, park trails, park play equipment
- HVAC, roofs, WiFi and fiber connectivity, renovation and expansion for public buildings (schools, City Hall, community center, library, police station, courts)
- police emergency radio and 911 equipment

The projects contained in the CIP support the goals and objectives outlined in the City's Comprehensive Plan and are intended to establish the long-term spending priorities identified by the City Council and are consistent with their 2025 Vision/Comprehensive Plan/Strategic Plan as well as adopted Financial Policies. The CIP is updated annually and is subject to change with each update.

The City also enhanced the community input process this year, to include website enhancements, CIP community survey, videos, FAQs and additional community meetings. These are more fully described in the last section of this document and are available at www.fallschurchva.gov/CIP.

Key Policy Decisions

The Five-Year CIP for the period of FY2017 through FY2021 continues with some past commitments as well as addresses new and significant challenges. As with last year's CIP, major funding is provided for City public facility improvements, transportation improvements on the primary corridors, storm water mitigation and park improvements; primarily funded through grants, debt or enterprise funding as well as some water sale proceeds. ***The overarching budget theme continues the financial foundation stabilization and a community commitment to funding capital infrastructure. This CIP proposes critical projects to address deferred systems and infrastructure maintenance as well as establishing needed long-range project planning. Additionally, this CIP raises long-term sustainable funding requirements for C&I equivalent, Pay As You Go, capital reserve and debt service.***

The financial challenges have driven what and how projects can be funded; however, strong planning underpinnings remain important to address the long term infrastructure needs of the City.

An overview of the major policy discussions in this CIP are provided below:

Sound Finances and Financial Sustainability:

City Council has placed a strong focus on restoring the financial stability of the City as expressed in its adopted Vision statement on Sound Finances, and the 2011 Financial Policies. Previous Budget Guidance continues to place strong emphasis on planning for and funding the City's wide ranging infrastructure.

In December 2011, the City Council adopted a revised Reserve Fund Balance Policy that sets limits on the minimum size of the reserve balance. This policy also states that reserve funds shall only be used for one-time expenditures, as opposed to recurring expenses. The resolution states:

- The unreserved, undesignated General Fund Balance goal shall be seventeen percent but not less than twelve percent of the actual General Fund expenditures for the then current fiscal year.
- The City shall establish a Capital Reserve Fund at a minimum of 5% of fixed assets or \$3.75M, whichever is lower. The City shall meet this goal by FY2021 through annual appropriations of \$500,000, and thereafter appropriate no less than \$375,000 per annum to capital reserve. The capital reserve fund balance shall be used to pay for projects in the Capital Improvements Program or for debt service for those projects.

The debt service policies were not significantly changed and can be summarized as follows:

- General Fund supported debt shall not exceed five percent of the net assessed valuation of taxable property in the City.
- Annual debt service expenditures for all General Fund supported debt shall not exceed twelve percent of total General Fund and School Board Fund expenditures.
- The term of any bond issue will not exceed the useful life of the capital project, facility or equipment for which the borrowing is intended.

It is worth noting that “debt capacity” in terms relating strictly to policy guidance does not address the separate issue of affordability within current tax rates so the CIP has been developed with both policy compliance and affordability in mind. The ratio of annual debt service to total General Fund expenditures is a constraint that bears close attention. This ratio is used by bonding agencies to assess fiscal health, and

must be used by the City to assess the affordability of specific projects and the five-year CIP as a whole. The projects in this FY2017-2021 CIP stay within the City's policy constraints based on the assumptions used in this forecasting tool.

The proposed FY2017-2021 CIP is within policy compliance and within affordability range with an ongoing financial commitment to capital investment; however, the George Mason High School and Mary Ellen Henderson Middle School will require a targeted financing plan of which the City can only absorb 50% or less of the costs as debt. The school financing plan will evolve as the joint Campus planned and PPEA process addresses revenue from economic development and partnership opportunities. The PPEA process is still underway in terms of analyzing the two received proposal and determining next steps. If all projects were included, the debt policy would not be in compliance nor would it be affordable as well as within the \$10M bank qualified cap per calendar year which makes the funds more "affordable" to obtain. Additionally, more than a five year debt financed plan is required so the City can retire or reduce debt service prior to taking on additional commitments.

Fiscal Challenges:

Although there are positive signs of national economic recovery, local government recovery lags behind the private sector and there remain many unknowns from potential federal government down sizing and state funding reductions. Additionally, for the City, the revenues are growing slower than expenditure growth due to pressures from several sources such as competitive employee salary/benefit, City/VRS pension liabilities and school enrollment increases. Therefore, to address capital needs in this environment the CIP draws down the fund balance to the 17% policy level, allocates all capital reserve one-time funding to capital and allocates all but \$5M of the water sale proceeds. The actual dollar amounts per category are displayed on the 5-year Projection chart in Tab 3; numerous projects are listed as needs but not funded unless a local revenue or grant funding source is identified.

Key policy discussion and decisions required for this CIP development include the following challenges and opportunity topics:

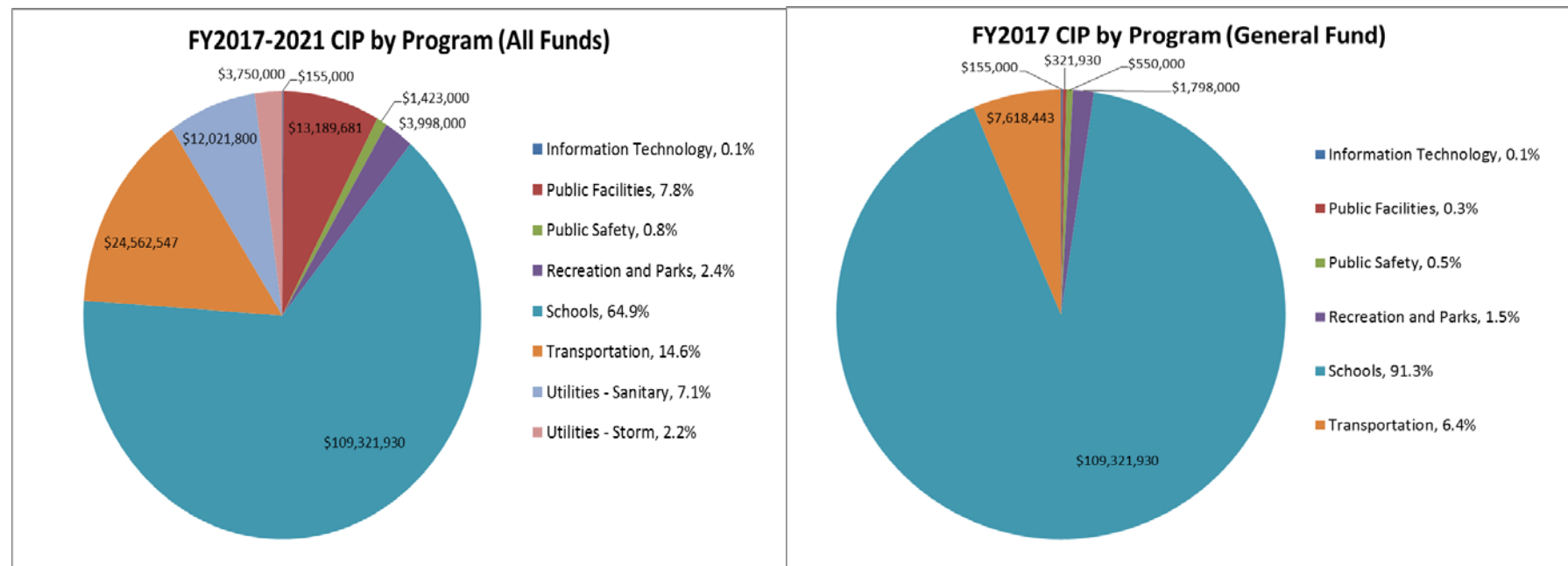
- **Determine desired level of services for health, safety and community amenities in terms of balancing financial affordability, sustainability and service expectations;**
- **Determine desired balance between capital and operating budget components;**
- **Determine level of commitment for staffing resources/workload and complexities of non-local funding sources;**
- **Set prioritization and timing of projects within 5 years, 6-10 years or 10 years or later;**
- **Assess reduction or elimination of projects and thereby reduce capital expenditures;**
- **Determine policy on use of debt now, given lower interest rates, and cash later or not;**
- **Determine desired level of local Pay As You Go funding;**
- **Assess economic development revenue opportunities balanced with community vision and goals;**

- **Determine if dedicated funding should be established for Transportation C&I Equivalent, Pay As You Go, and/or Capital Reserve; and**
- **Determine how to use Water Sale Proceeds in terms of which projects and when.**

CIP Project Implementation:

There are several active CIP projects under development which are further described under the existing project status report below. New projects proposed within the FY2017-2021 CIP have taken constrained staff as well as funding resources in mind and therefore phased, this is especially true in the area of transportation.

The following pie charts provide a visual look at how CIP projects are allocated by functional areas:



Recreation and Parks:

There are requests of \$2.9M in park master plan improvements and an additional \$1M in open space funding but due to financial constraints an additional \$848,000 is recommended for funding. These projects are spaced to generally cover one significant effort per year. The dollar amount targeted for park master planning is constant to last year but the project amounts between Howard E Herman and Park Master Planning was shifted to prioritize accessible playground equipment at Cherry Hill Park. The Big Chimneys and Transportation project remains as recommended last year. New to this CIP this year is a Downtown Public Plaza that is fully funded by Economic Development Authority resources to include construction management staff support. This The Recreation and Parks Advisory Board submitted recommendations, for full funding, are noted under Tab 9.

Information Technology:

This project provides a comprehensive and broad plan to bring more flexibility and greater access to staff to better serve the public by improving efficiency and response time with secure effective mobility options. The goal of this project plan would be to allow for staff to readily work moving around multiple locations throughout the City facilities in a more efficient and productive manner with more mobile tools and access without having to be strictly tethered to their desks. This deployment would also allow for greater access and collaboration capabilities from the City's partners and vendors on projects and presentations; along with providing citizens direct internet access from specific locations in City facilities. Encompasses bringing the proper required security to the mobile devices, from smart phones to other portable devices, to make them more effective and useable to be able do more with the tools we have and expand the ability to modernize with new tools. Portions of this project plan will also help address a couple Public Safety and Emergency Operations needs for the secure mobility. Additionally the plan would also augment staff and Council's ability to communicate internally and externally, as well as enhance public presentation capabilities. See Tab 4 for full details.

Transportation:

The City continues to organized transportation CIP items at the "project" scale, with each project being connected to a single source of grant funding. Moving forward the projects are collected into CIP "programs". This multi-year phased reorganization will allow the City to more easily focus investment in specific areas of the City and to coincide with the geographic Planning Opportunity Areas identified in the Comprehensive Plan. For example, the draft CIP includes a program for the South Washington Street Planning Opportunity Area (POA). In addition to focusing investment in specific areas of interest, organizing the CIP by program will enable staff to better plan for future expenditures, identify funding needs, and give the City greater flexibility in project scheduling, capitalizing on funding opportunities and allowing staff to coordinate related projects.

Infrastructure specific CIP programs were also identified to account for projects that involve infrastructure systems on a City-wide scale and may not be confined to a single Planning Opportunity Area. The Transit Program and Traffic Signals and Signs Programs are examples of City-wide infrastructure programs. Existing CIP projects that are currently underway were aligned with the new program framework. An

analysis of existing staff capacity to manage existing projects was conducted to determine a realistic schedule for implementation. The proposed transportation CIP realistically schedules project implementation based on project priorities and existing staff levels.

With the adoption of HB 2313 in 2013, the City will receive additional transportation funds through the Northern Virginia Transportation Authority (NVTA). By maintaining existing levels of transportation funding match leverage, the City will receive approximately \$2.1M in additional funding each year. If the City increases local spending on transportation by \$0.9M per year, it will receive an additional \$0.9M each year. Further, the \$0.9M in local funding can be used to leverage state and federal grant opportunities, which typically have match levels ranging from 50/50 to 80/20. This means that if the City elects to access the maximum benefit available, an additional \$5M in transportation funding each year will likely be made available to the City. The proposed CIP does not recommend adopting the Commercial Transportation Tax overlay but rather to use the option of the equivalent funding, known as C&I equivalent, as part of the overall tax base to reflect the City-wide benefit. **However, a dedicated funding source for the C&I has not been identified; for policy discussion purposes 2 cents on the tax rate for transportation would be necessary to leverage the full 30% NVTA funds.**

Many transportation projects remain unfunded, approximately \$4M in Fy17 alone, unless local match funding is identified to leverage grants.

Schools:

The School Board continues their long-term planning for school facility needs to prepare for the future round of construction and updated enrollment projections and facility needs in 2015 onward. This planning effort included 2009 funding for an enrollment study which was consolidated into the FY2008 long-term facilities study which was completed in 2011. These two efforts form the foundation for concept options and funding for school facility planning and potential construction (new/renovation). The Superintendent has worked closely with staff, the School Board and the community to reassess the current enrollment as well as physical maintenance and space needs and has proposed the direction to address the facility needs within the financial constraints. The options entailed good community dialog on the revised facility plan. The School Board adopted their recommended 5-year Facility CIP in December 2015. The FY2017-2021 FCCPS CIP includes funding for school land acquisition, facility modernization funds as well as funding for George Mason High School and Mary Ellen Henderson Middle School projects. Due to funding constraints the FY2017 modernization request was reduced to \$321,930 from \$400,000.

The high and middle school projects, which total \$104.5M, will require a dedicated school financing plan that evolves through the planning and economic development of the new boundary line adjustment resulting from the water system sale, being coordinated with the Campus Joint Steering Committee, therefore the debt service is not calculated into the proposed CIP. In order to stay within policy compliance, less than 50% of the costs can be debt so other revenues and/or partnerships will need to be pursued.

The School Board full adopted CIP is available under Tab 6.

Library:

The Mary Riley Styles Library Board of Trustees worked with consultants in FY2013 to develop a Master Plan for the Library which also included a review of a 2008 Space Study and extensive public consultation. The goal is a library for the future that accommodates City growth and adheres to the City's Comprehensive Plan. The original Library building was constructed in 1957 and expanded in 1968 and 1992 to meet changing demands. The facility analysis conducted as part of the Master Plan process portrays a building that is: ADA deficient in many aspects and in need of many infrastructure repairs or replacements; it lacks storage and sufficient security systems and measures, space for large audiences which routinely occur weekly during story hours, study spaces for students after school and on weekends, larger public restroom space; and Local History room space. Shelving is too high, the elevator is old and unreliable, and the heating/air conditioning system does not work properly.

The Master Plan concludes that additional space is needed to support current and projected future functions, and that the Library should add 14,500 square feet to its existing 18,500 square foot facility to bring its size to 33,000 square feet. In addition to adding square footage, the Master Plan recommends upgrades to the existing building. As a result of the FY2015-2019 CIP process this project was funded at \$8M with a request for the Library to the complete rebuild approach to one of renovation and 6,000 to 7,000 sf expansion. A revised feasibility study was conducted and as was noted in the FY2016-2020 CIP this CIP reflects that project scope and cost. The Library Board of Trustees presented this to a joint Council and Planning Commission in January 2015 and is conducting a community engagement process for this proposed plan. See Tab 6 for further details.

Storm Water Infrastructure:

In many parts of the City, the storm water system is aging, undersized, and unable to convey the standard 10-year storm event. These deficiencies result in frequent flooding along some of the City streets and damage to private property. As the City carries out repairs to its existing storm water infrastructure, there will be opportunities for the implementation of measures that will improve water quality. As appropriate to individual circumstances, this might include daylighting streams, creating bio-engineered streambeds and storm water detention and infiltration systems. CIP funding for storm water improvements increases the ability to implement necessary water quality measures and infrastructure replacement/upgrades. The Watershed Management Plan, authorized by Council, has been adopted and the recommendations of this Plan help formulate a strategy for projects and Council has established the enterprise fund, set the rates, and created the credit policy. Additionally, two federal grants (FFY09 and 10 State and Tribal Assistance Grants [STAG]) awarded to the City are addressing some of the most critical needs for Coe and Pearson branches and these projects are well under construction and was finished in 2015.

Sanitary Sewer Fund:

The Sewer Fund is impacted by EPA-mandated projects to upgrade the Arlington and Alexandria wastewater treatment plants that the system uses. Ongoing repair and reinvestment in the existing pipes will continue per the rehabilitation plan. In addition, the purchase of additional wastewater treatment capacity to accommodate projected future flows resulting from development in the City will impact the Fund in FY2018 at the earliest, as well as plans to increase the reserve fund for sewer rehabilitation.

Existing Projects Status

The following provides an update on current CIP projects, as of fall 2015, authorized for FY2016 and prior.

Public Safety (Police and Sheriff)

<u>Scope:</u>	Reconstruction of the Firearms Training Center in partnership with The Fairfax City Police Department.
<u>Cost:</u>	\$1.2 million dollars (Falls Church's share of project)
<u>Schedule:</u>	The Fairfax City Police have been awarded a grant in FY14 to upgrade the building's firing range lane capacity, failing mechanical target systems and inadequate air circulation system. It was estimated after consultation with design and construction companies that the overall cost of the range would be approximately \$4,036,000. The firing range facility is reported to be in a condition that will not facilitate additional add-ons but requires a tear down and build up from the established slab foundation.
<u>Status:</u>	The final negotiations for cost, options and construction have been revised and the stakeholders of Falls Church and Fairfax City are still negotiating with contracted builders and architects. It is anticipated that the finalized real cost will be realized by 4 th quarter FY16.

Public Safety (Police and Sheriff)

<u>Scope:</u>	Replace the public safety Motorola radio (s) which supports the communications of each individual officer, public safety official, sheriff's deputy, emergency communication technician and every individual mobile radio in the vehicles are in need of replacement.
<u>Cost:</u>	\$582,460
<u>Schedule:</u>	The current handheld radio (end user piece) is a XTS 5000 Motorola model and the XTL 5000 Motorola (mobile for the vehicles). Radios have a life cycle of 7 years. These model radios will not be manufactured or replaced after April 2015. The radios will be phased out of service and no longer capable with surrounding jurisdictions by April 2015. The City currently has 90 portable radios to support all personnel and 40 mobile

radios to support all emergency vehicles and consulates at a total of 130 total radios. The proposed 3 year plan of radio replacement would account for: 44 portables the first year, 20 portables and 22 mobiles the second year, and 20 portables the third year for a total of 106 total radios.

Status: Equipment has been purchased and delivered. Programming and deployment underway.

Public Safety (Fire Station #6 Capital Reinvestments)

Scope: Capital investment needs identified in 2013 report and addressed in 2014 Agreement with Arlington County. Includes replacement of HVAC, windows, and overhead doors.

Cost: \$788,000

Schedule: Window replacements have been completed. HVAC design is halted at 90% while the City and County investigate funding availability. Overhead door replacement has been postponed for several years due to costs exceeding funding.

Status: Windows have been replaced for ~\$43,000 less than budgeted cost. The HVAC design is 95% complete, but \$1.25M estimated construction cost is well over the \$200,000 budgeted cost. Overhead door replacement costs of \$545k exceeded budgeted amount of \$345k, so doors were repaired and replacement postponed. Other capital needs have been identified by Arlington County for the out years, including gutter replacement, generator replacement, and sanitary sewer repairs.

Recreation and Parks:

Acquisition of Open Space

Scope: In September of 2004, the City Council appointed a task force on Open Space Acquisition. Previous purchases include what is now Howard E. Herman Stream Valley Park, two parcels of land purchased to increase the size of Crossman Park, the purchase of an easement on property on Lee Street for park access purposes, and a purchase of land to allow Coe Branch and Tripps Run to connect. Future uses of these funds would be used to increase current park land, provide parking for Roberts Park, provide an additional access point to Roberts Park or West End Park and additional space where we can build additional rectangular playing fields.

Cost: \$2,000,000 has been determined by the Open Space Task Force as a worthwhile amount to keep in a revolving fund. \$1,075,000 was approved in FY15 and is currently available.

Schedule: As parcels become available

Status: Public hearings and discussions during Council work sessions occurred regarding the purchase of property on Lynn Place, but no formal action has been taken. Conversations with no formal discussions continue in regard to a public easement off of Falls Avenue leading into West End Park and an easement into Roberts Park. Land for rectangular field space is still a priority.

West End Park Improvements:

Scope: Increase park visibility by adding a Broad Street entrance, tie two separate park parcels into one; improve ADA accessibility, add skate park features, new pathways
Cost: \$555,000
Schedule: Construction Summer and Fall 2015
Status: COMPLETED with minor amenities still to be added.

Howard E. Herman Stream Valley Park

Scope: Provide a trail that runs from Broad Street to the City's Bike Trail, adjacent with Tripps Run, interpretive signs, park signs, benches and trash receptacles and a more visible entrance to the park from Broad Street would be established.
Cost: \$620,000
Schedule: Projects done in conjunction with storm water project, such as the completion of a foot bridge were completed summer 2015 in conjunction with the current daylighting work being done. The remaining design has begun and amenities need to be added when design is complete. Estimated time frame is for amenities to be added after full growing season has completed at the end of Fall 2016.
Status: On schedule

Berman Park Trail Re-paving, Irving to Kent Streets

Scope: new pavement for trails in Berman Park
Cost: \$35,000
Schedule: HOLD
Status: Half of the trail is completed. Another portion of the trail is being completed in conjunction with a storm water project at Berman Park. The remaining trail is slated for completion in FY2020 when all other trails and pathways are completed.

Tennis Court and Basketball Court Major Restoration

Scope: new surface overlay and painting for all exterior courts
Cost: \$172,000
Schedule: All of the City's tennis and basketball courts have gone through the restoration phase. Cherry Hill and Cherry Street tennis courts were completed as part of storm water projects in the Summer of 2015 and all other surfaces were opened previously.
Status: COMPLETED

Master Park Improvements

Scope: Replace signage at entrances to Parks, improve recycling at parks by adding recycling bins, and add color to parks. Design and outline a timeframe for replacing old and worn out playground structures in Chery Hill Park to include the addition of fully ADA compliant playground structures.
Cost: Varies
Schedule: Ongoing
Status: On schedule. A majority of all park signs have been replaced. Recycling bins are added yearly, 10 new flower beds at Park entrances have been installed and plantings are done to add color. Play equipment at Crossman Park, and Roberts Park have recently been replaced.
Scope: Begin the process of replacing old and worn out playground equipment in Cherry Hill Park, to include fully ADA playground components.
Cost: TBD
Schedule: Begin design and public input winter 2015
Status: On schedule

Storm Water Projects

W. Westmoreland Drainage Improvements:

Scope: Solve the localized flooding issue at the end of W. Westmoreland Road by providing new drainage structures that tie into Tripp's Run. Install permeable paver system and new rain garden in Cavalier Trail Park. The project will provide the City with credits toward Chesapeake Bay TMDL pollutant reduction goals.
Cost: \$220,000 (engineer's estimate)

Schedule: Survey: complete
Engineering Design: 95% complete
Construction Start: June 2016
Project Completion: October 2015
Status: Finalizing design

Wren Branch Drainage Improvements:

Scope: Solve the localized flooding issue at the intersection of E. Columbia St. and Underwood St. by upsizing existing pipes behind the homes on Underwood St. and crossing E Columbia St. Staff is investigating a cooperative effort with Arlington County to include a restored outfall and stream in the scope of work. If this is possible the project would provide the City with credits toward Chesapeake Bay TMDL pollutant reduction goals.
Cost: \$550,000 (engineer's estimate; does not include stream work)
Schedule: Survey: complete
Engineering Design: Preliminary drawings complete
Construction Start: June 2016
Project Completion: November 2016
Status: Awaiting design scope for possible outfall/stream restoration.

Harrison Branch Daylighting:

Scope: Remove existing storm infrastructure between E. Jefferson St. and where Harrison Branch meets Four Mile Run and replace it with a naturalized stream channel. This section of piping is in disrepair and was previously identified as a good candidate for daylighting in a 2005 City study. This project will provide the City with credits toward Chesapeake Bay TMDL pollutant reduction goals.
Cost: \$400,000 (planning level estimate)
Schedule: Survey: Spring 2016
Engineering Design: Fall 2016
Construction Start: Winter 2016
Project Completion: Spring 2017
Status: Soliciting scope of work from engineering firms.

Transportation

Commercial Area – South Washington Street Area

South Washington Street Intermodal Plaza

- Scope:** Construct intermodal plaza at Hillwood Avenue and South Washington Street; install traffic signals, pedestrian crossings, and ADA curb ramps. Project is being developed along with South Washington Street Access to Transit.
- Cost:** \$2,085,000 in state (DRPT) and federal (FTA) funding
- Schedule:** Engineering Design: Underway
Construction Start: Winter 2016
Construction Complete: Fall 2017
- Status:** Public meetings held in January 2013 and May 2013 to provide project update to community. Conceptual corridor design completed June 2013. Public Meetings held March 2015 to discuss intermodal plaza design elements. Final engineering to be completed in Spring 2015. Ongoing coordination with VDOT and local business and property owners.

South Washington Street Access to Transit

- Scope:** Along South Washington Street from Hillwood Avenue to Tinner Hill, and east side of Hillwood Avenue from South Washington Street to Annandale Road – improve pedestrian and ADA accessibility, underground utilities, and new streetscape. Project is being developed along with South Washington Street Intermodal Plaza.
- Cost:** \$700,000 in NVT A 70% funds, \$300,000 in NVT A 30% funds
- Schedule:** Engineering Design: Underway
Utility Undergrounding: Spring 2016
Construction Start: Winter 2016
Project Completion: Fall 2017
- Status:** Public meetings held in January 2013 and May 2013 to provide project update to community. Conceptual corridor design completed June 2013. Utility undergrounding design is underway with plans for construction in Spring 2016. Main project design is being done concurrently with Intermodal Plaza and will be awarded at the same time.

Downtown Revitalization – Downtown Revitalization

Downtown Revitalization

- Scope:** Convert street lighting to LED, refresh paint on street light poles and for marked crossings, improve pavers and add water supply to brick sidewalks along West Broad Street and upgrade elements of the intersections of North Washington Street with Broad Street, Park Place and Park Avenue

Cost: \$600,000 local funds (water sale)
Schedule: Engineering Design: Fall 2015
Construction: April 2016
Completion: June 2016
Status: Intersections – In Design
Infrastructure Refurbishments – In Progress

Infrastructure Maintenance and Investments – Bridges

North Van Buren St

Scope: Rebuild bridge to improve pedestrian accessibility along corridor to East Falls Church Metro
Cost: \$600,000
Schedule: Engineering Design: Underway
Construction Summer 2016
Completion: Winter 2016
Status: In Design

Infrastructure Maintenance and Investments – Street Paving and Reconstruction

South West Street Reconstruction

Scope: Rebuild and resurface roadways that are either poorly constructed or roadways that have reached the end of their structural life. This project is comprised of several allocations of Revenue Sharing Grant Monies and has been rebranded as the South West Street Roadbed Reconstruction Project.
Cost: \$2.2 million
Schedule: Engineering Design: Complete
Construction: May 2015
Completion: September 2015 (scheduled)
Status: COMPLETED November 2015

Infrastructure Maintenance and Investments – Traffic Signals

East Broad Street and Cherry Street

Scope: Replace existing traffic signal with upgraded equipment and pedestrian facilities.
Cost: \$600,000 in Revenue Sharing and local funds.
Schedule: Engineering Design: Fall 2015
R/W Acquisition: Summer 2016
Construction Start: Summer 2017
Project Completion: Spring 2018
Status: Engineering Consultant Selection

North West Street and Great Falls Street

Scope: Replace existing traffic signal with upgraded equipment and pedestrian facilities.
Cost: \$600,000 in Revenue Sharing and local funds.
Schedule: Engineering Design: Spring 2017
R/W Acquisition: Fall 2017
Construction Start: Spring 2018
Project Completion: Spring 2019
Status: Working on partnering with Fairfax County

Infrastructure Maintenance and Investments – Transit

2014 and 2015 Priority Bus Shelters

Scope: Implement the City's Bus Stop and Bus Shelter Master Plan by installing bus shelters at high priority stops.
Cost: \$705,000 to cover 20 locations identified as 2014 and 2015 priorities in the Master Plan
Schedule: Shelter Engineering Summer 2014
Final Design expected by December 2014
Construction and Easement Acquisition: Spring, 2015
Status: Easement acquisition still on-going, some shelter locations have been relocated that requires additional engineering.
Spring 2016 installation of 5 or 6 shelters with the rest to follow later in calendar year 2016.

Non-Commercial Area – Neighborhood Traffic Calming

Parker Avenue and Kent Street

Scope: Install curb extensions and pedestrians crossings at the intersection of Parker Ave & Kent St
Cost: \$100,000
Schedule: Preliminary Engineering, expected January 2015
Construction, expected spring/summer 2015
Status: COMPLETED

Pennsylvania Avenue

Scope: Install a raised pedestrian crossing at the intersection of Pennsylvania Ave & Fulton St. Remove parallel parking along the bend in Pennsylvania Ave southwest of Great Falls St.
Cost: \$50,000
Schedule: Preliminary Engineering, completed fall 2015; construction completed summer 2016
Status: Project in preliminary design, 75% to be received February 2016.

Non-Commercial Area – Non Commercial

Roosevelt Avenue Intersection and Sidewalk Improvements

Scope: Rebuild intersection of Roosevelt Blvd & Roosevelt St, and intersection of Roosevelt St. and East Broad St.; improve ADA pedestrian route from Roosevelt to Broad
Cost: \$951,000 RSTP funds; \$685,000 HSIP funds
Schedule: Engineering Design: currently underway
R/W Acquisition: Winter 2015-16
Construction Start: Summer 2016
Project Completion: Winter 2016-17
Status: Final design underway. Right of way acquisition underway.

Mount Daniel Elementary SRTS

Scope: Provide pedestrian improvements near the intersection of North West Street and North Oak Street, an established student pedestrian crossing.
Cost: Safe Routes to Schools Project Funds: \$361k (with option to use RSTP and SYIP Funds to increase)
Schedule: Engineering Design: Delayed until Summer 2018 (staff work prioritization and potential tie-in to redevelopment)
R/W Acquisition: Fall 2018
Construction Start: Spring 2019

Status: Project Completion: Fall 2019
Survey, deed research, parking study, 30% design complete. Tree inventory and assessment complete. Various design options have been depicted on illustrative exhibits. Community meetings held in November 2012 and November 2013. Recommended alternative would provide curb bump outs at key intersections and new pedestrian crossings across West Street, with no new sidewalk. Planning Commission directed staff to consider other alternatives, including modifying the existing sidewalk on the southeast side of the street to provide access around existing utility poles, which obstruct sidewalk. Additional input is needed to finalize scope, schedule and funding.

Facilities

Cherry Street Pre-School Renovation:

Scope: Renovate the Cherry Street site to serve as the FCCPS pre-school facility
Cost: \$2.4M
Schedule: Design: Site plan under review December 2013; completion march 2014
Interior Demolition: February 2014
Construction completion: Winter 2014
Status: **COMPLETED**

Thomas Jefferson Elementary:

Scope: Complete HVAC renovation
Cost: \$2.M
Schedule: Design: complete
Construction completion: 2016
Status: In process

Mt. Daniel Elementary School:

Scope: Preliminary design, A&E, County land use/zoning approvals and construction
Cost: \$1M FY14 (along with increased FY15-19 CIP request of \$14.5M)
Schedule: Design: complete
County approvals: in process
Construction completion: TBD
Status: PPEA RFP issued January 2014; Design and contractor selected; 2232 and site plan approval process underway.

Library Space Needs Study:

Scope: Study of the future space needs for City Library
Cost: \$45,250 (Original request was \$100,000 and that report was completed. Additional work in the amount of \$45,250 was added to the original contract for conceptual designs and cost estimates for library space needs to fit a Council-adopted \$8M CIP budget. It also included a conceptual design and cost estimate for a parking deck at 313 Park Avenue--a separate, but parallel project to that of the library and not included previously in any CIP adopted budget).
Schedule: Completed.
Status: The Master Plan Addendum completed for expansion and renovation of the library to fit the \$8M Council-adopted CIP budget; presentation of Addendum to Council and Planning Commission on 1/5/2015 and cost estimates submitted in FY16 CIP budget for costs associated with the library expansion/renovation project. The Addendum also contains a conceptual design and cost estimate for a separate, but parallel parking deck project at 313 Park Avenue. That project and its costs were submitted in the FY16 CIP budget by the Assistant City Manager and a separate project CIP library project budget.

City Hall/ Public Safety Renovations Phase I:

Scope: IT server room fire suppression; correct water inflow foundation repairs; roof repairs for ice damming, gutter replacement; elevator replacement; Police evidence storage, Police IT Server Room HVAC
Cost: \$1 million
Schedule: Completed Summer 2014
Status: IT Sprinkler System completed; Chimney replacing facing plus water leakage repairs completed; Gutter/Downspouts completed; Snow rail phase completed. Police Evidence Storage completed and elevator modernization work will be done as part of larger City Hall projects.

City Hall/ Public Safety Renovations Phase II:

Scope: Code compliance including life safety systems, electrical, HVAC, plumbing, mechanical; Phase 2 roof repairs for ice damming, energy efficient window replacement, water inflow Phase 2 foundation repairs, interior renovations to address security, accessibility, wayfinding, and office space needs. Includes complete renovation of West Wing HVAC system and “full gut” interior renovations
Cost: \$7.4M
Schedule: Design: Ongoing. Endorsement of 20% concept from Council in July 2014.
Construction: early 2017

Status: Completion: early 2019
Endorsement of 20% concept from Council in July 2014. Scope increased in FY2015. Project is moving into design development and construction documents phase.

City Hall/ Public Safety Renovations, Expansion (Rear/Front) & Parking:

Scope: Add new central front entrance to City Hall and add meeting rooms to address security, accessibility and way-finding needs. Add rear corridor and rear elevator for security and accessibility needs. On grade secure parking in rear. Includes 2nd story on garage (non-secure parking) and additional square footage on rear addition for office space, accessibility, and wayfinding needs.

Cost: \$1.6M front, \$6.0M rear, and \$1.95M parking

Schedule: Design: Ongoing.

Construction: early 2017

Completion: early 2019

Status: Endorsement of 20% concept from Council in July 2014. Scope increased in FY2015. Project is moving into design development and construction documents phase.

General Government Facility Reinvestment:

Scope: Annual major maintenance reinvestment in City owned facilities

Cost: \$350k (FY2015)

Schedule: varies based on sub-projects summarized below

Status: *Gage House:* basement insulation, joist repair, side door replacement, basement staircase railing rebuild, waterproofing of basement walls and trim work **complete**. Stone retaining wall for water diversion **complete**, paint and repair front porch **complete**, new stairs and roof and gutter repair **complete**, and ADA ramp redesign to be completed early spring 2016.

Property Yard Garage: Structural repairs to columns, etc. on garage as well as enclose the first bay for use with stormwater vac/flush equipment **complete**.

Property Yard Exterior Block Repair and Waterproofing: repoint block joints and apply block waterproofing material. Front and side face done in spring 2014; remainder of building **completed** spring 2015.

Cherry Hill Farmhouse: Replace/repair damaged boards and architectural details, scrap sand and abate lead paint, repaint, rebuild front stairs, fix water infiltration around cellar door, re-caulk windows, replace door in basement, repair porch roof and downspout system summer 2014 **complete**.

Community Center HVAC Refurbishment: Refurbish air handlers above gym and replace electronic controls. Cat walks and safety platforms must be upgraded before work **completed** fall 2015.

Property Yard Exterior Stairs Structural Repairs: Replace concrete block stairs with covered metal staircase at Property Yard Maintenance Building. Design and permit work **complete**, fall 2015.

Replace Furnace at Aurora House: one unit replaced in spring 2014 **complete** and second unit replacement **completed** in January 2015.

Property Yard Roof Replacement: Replace the composite roof at the main yard, add two roof drains to tie in to existing cisterns **complete** and replace the composite roof over the shop as met life expectancy but not an impending failure so other projects were prioritized.

Information Technology

Citywide Telecommunication & Infrastructure – Critical Continuity & Modernization Investment: Phase 1

Scope: Phase 1 FY13 funding is to replace aged out Police Communications (Dispatch) phone system. Also the \$50,000 portion is to replace failing fiber and copper infrastructure between City Hall and the Library for network and telephony.

Cost: \$550,000

Schedule: Design- 4th quarter FY13; Completion by 3rd quarter FY15

Status: **COMPLETED**

Citywide Telecommunication & Infrastructure – Critical Continuity & Modernization Investment: Phase 2

Scope: Phase 2 FY14 funding is to comprehensively update the telecommunication infrastructure citywide, including Public Schools, General Government and the Public Library. This would predominantly resolve end-of-life, service and maintenance issues with the existing phone system Citywide, and aid interoperability between the various City segments. Another key outcome would also provide updated and redundant connectivity options to the segments to provide the City more robust effective COOP/DR options. Also to directly tie a critical unconnected facility (Aurora House), where proper telecommunications is essential due to the court ordered residential custodial care of juveniles, and the requirement of proper security maintenance of their records. Currently we are not able to securely communicate due to the indirect connection which is a risk.

Cost: \$507,000

Schedule: Design- 4th quarter FY14; Completion by 4th quarter FY16

Status: Finalizing best phone system replacement solution to provide best modernization features, cost benefit and support to City as a whole. Schools are finalizing a solution that is potentially not qualified for CIP funding. The Aurora House direct fiber connectivity was completed by partnering that portion with the Closed Loop traffic control system project to reduce future costs to that project and afford it greater expansion to the new signals planned to come in that area, and as with the other portion, further expand its capabilities for the City; this overall work is still in progress.

Process Overview

The requirement for the annual consideration and adoption of a five-year Capital Improvements Program is provided in Section 6.19 of the City Charter, and Section 17.08 of the City Code. The inset below contains the relevant Code and Charter provisions:

Sec. 17.08. ... The city manager shall subsequently submit to the commission a proposed capital improvements program together with a report on the financial condition of the city, insofar as it may relate to any contemplated capital fund projects. In the preparation of its capital improvement recommendations, the commission shall consult with the city manager, the school board, the heads of departments and interested citizens and organizations, and shall hold such public hearings as it shall deem necessary. It shall submit its recommendations to the city council, at such time as the council shall direct, together with estimates of cost of such projects and the means of financing them, to be undertaken in the ensuing fiscal year and in the next four (4) years.

Sec. 6.19. Capital budget.

At the same time that he submits the current expense budgets, the city manager shall submit to the council a program previously acted upon by the city planning commission, as provided in Chapter 17 of this Charter, of proposed capital improvement projects, including schools, as defined in section 7.02 of this Charter, for the ensuing fiscal year and for the four (4) fiscal years thereafter, with his recommendations as to the means of financing the improvements proposed for the ensuing fiscal year. This program shall be termed the "capital budget" and may be adopted by resolution.

The adoption of the CIP by the City Council signifies the Council's identification of a set of priorities for capital spending over a five-year period. However, the City Council may delay or limit the construction or improvement of any proposed project over the course of the five-year period as economic conditions, available resources, and needs may dictate.

Organization

The CIP is intended to serve as a working document as it goes through the Planning Commission review. As a working document the CIP is presented in a notebook binder so that pages may be easily amended as staff incorporates the Planning Commission's comments and requests for information into the program.

The CIP is organized in a ten-tab format:

Tabs 1 – 3	Overview/ Existing Project Status, Financial Status/Polices, Glossary, Project Recommendations and Financial forecasting tools
Tabs 4 - 9	Project Descriptions for the General/School Fund
Tab 10	Project Descriptions for the Utility Funds

The project categories are formatted to represent the function versus the department and to ensure an integrated and coordinated CIP between the General Government and Schools. For example, all facility related projects are in one category versus split between Community Services, Public Works and Schools. Additionally the financial components are presented at the front of the CIP in order to provide the context in which the various infrastructure projects are considered.

Procedures, Schedule, and Community Engagement

Planning Commission Procedure

The requirement for the annual consideration and adoption of a five-year Capital Improvements Program is provided in Section 6.19 of the City Charter, and Section 17.08 of the City Code. The inset below contains the relevant Code provision.

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The development of the CIP starts with each department head submitting to the City Manager a detailed listing of all immediate and long-range capital improvement needs, together with cost estimates and recommendations as to priority and timing of the projects listed. An additional factor to be considered is that CIP projects that are inactive for three fiscal years are either eliminated or must be re-appropriated. If an approved CIP has no expenditure activity for 3-years it must be re-appropriated. The specific code section relevant to this issue is: “No appropriation for a capital improvement project contained in the capital budget shall lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided that any project shall be deemed to have been abandoned if three (3) fiscal years elapse without any expenditure from or encumbrance of the appropriation therefor.”

Schedule

Staff presentation of the CIP to the Planning Commission is scheduled for February 1, 2016. The Commission will evaluate the proposed CIP in the context of the Comprehensive Plan, and hold public hearing(s) to obtain community input. The Planning Commission will also conduct work sessions on February 1 and February 16, 2016.

The Planning Commission is scheduled to conduct the final public hearing and adopt its CIP recommendations on February 22, 2016 and forward them to the City Manager. Following the delivery of the Planning Commission recommendations, the City Manager will make his final CIP recommendation to the City of Falls Church Council as part of the overall presentation for the City's FY2017 operating and 5-year capital budget.

Community Engagement

For the FY2017-2021 process CIP the staff, at the direction of City Council and the Planning Commission is increasing the various tools to ensure enhance community engagement opportunities. This includes the following:

- City capital website page (www.fallschurchva.gov/CIP) now includes CIP FAQs, status of current CIP projects, the full proposed CIP and initial videos; staff will continue to update with additional videos, presentation and other material provided to the Planning Commission during its deliberations
- Planning Commission February 1, 2016 formal receipt of FY2017-2021 Proposed CIP
- Planning Commission Work Sessions scheduled for February 1st (Overview, Parks [including Broad Street Plaza], Facility Reinvestment, Fire Station 6, Schools), and 16th (Transportation, CIE funding, Library, Public Parking, Project Prioritization and Draft Recommendation)
- Planning Commission Public Hearings scheduled for February 1st, 16th and 22nd
- Two CIP videos created and posted to the website (www.fallschurchva.gov/CIP) with additional ones under production; the City Hall/Public Safety Center one is specifically located at: www.fallschurchva.gov/CityHallReno
- CIP survey is planned for the first two weeks of February to provide additional community input to the Planning Commission

Council Approval Process

The City Council will then evaluate these recommendations and hold its public hearings in the months of March and April. Upon adoption by the Council, the Operating Budget and the Capital Improvements Program/Capital Operating Plan will go into effect at the beginning of the new fiscal year on July 1, 2016. The Operating Budget and CIP are scheduled for concurrent adoption on April 25, 2016. However, given the impact of the final tax rate and expenditure reductions on the undesignated fund balance the Council has the option to separate the CIP adoption, by no more than 28 days per City Code Section 6.19, from the operating budget so an alternative adoption date might be not later than May 23, 2016. The full tentative budget calendar is posted on the City website at: <http://www.fallschurchva.gov/budget>.

Staff will provide a report to the Planning Commission at the end of the process, after Council has adopted the final Operating Budget and CIP, to review the final document. It is anticipated that this final report will be made in May 2016.

The adoption of the CIP by the City Council signifies the Council's identification of a set of priorities for capital spending over a five-year period. However, the City Council may delay or limit the construction or improvement of any proposed project over the course of the five-year period as economic conditions, available resources, and needs may dictate.